

Records
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RECORDS MANAGEMENT DIVISION

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15 May 1953

OFFICE OF COMMUNICATIONS ORDER NO. 8-53

SUBJECT: Establishment of Records Management Program

1. Pursuant to a directive from the Director of Central Intelligence Agency an active Records Management Program is being established immediately throughout the agency.

2. This program provides management with a modern tool to facilitate the accomplishment of everyday jobs more easily and effectively. It is being established throughout the agency to improve standards and procedures with respect to the creation of records; maintenance and use of current records; and the disposition of those records no longer needed for everyday use.

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3. Mr. [REDACTED] having successfully completed the agency training course for Records Management Officers, is hereby appointed the Area Records Officer for the Office of Communications. The General Services Office has over-all agency responsibility for establishing standards and guides to see that this program is successfully carried out. A representative from the General Services Office will work jointly with Mr. [REDACTED] in carrying out this program for the Office of Communications.

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4. Mr. [REDACTED] will have access to all records, except certain specific records exempted by ADCO, to enable him to survey the entire administrative procedures of all Staffs and Divisions of the Office of Communications with a view toward achieving uniformity, control and simplification.



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